Module One Objectives Summary and project.: Congratulations you have completed the Beginning Word Module. Below is a summary of what skills you have learned and tasks to prove your knowledge. After you are finished you will need email me the documents. Make sure you are the author (in the document properties. The tasks are highlighted by a square frame.

Creating Documents

* The Backstage view contains all the file-related commands.
* The Quick Access Toolbar is a customizable toolbar that includes buttons for frequently used commands. You can customize this toolbar by adding your favorite commands.
* You can share a document by saving it to a Web server. You can then use the Word Web App to view and edit a shared document in a browser.
* You can view and edit documents on your mobile phone.
* You can either create a blank document or use a template to create a document.
* Open a NEW document: You will use a Sample Template to create a letter, you will choose *Oriel Letter*. Edit the Style and change the color to *Newsprint* and the font style to *Perspective*.
  + - You will then modify the page margins to *Mirrored.*
    - You are sending me a letter to the following address 555 Halyburton Parkway Wilmington NC.. The letter will be from you, use your address.
* You will write me a letter in a FORMAL BUSINESS FORMAT.
  + That is you will have your address first, each line will be single spaced.
  + Double space,
  + then the current date
  + Your address comes next, each line single spaced.
  + The body of the letter is to be a letter requesting an interview at my company “Selective Designs”
    - 1st paragraph is an introduction. Tell me why you would be a good candidate as my administrative assistant (Secretary)
    - Include information about your skills you have learned in the Microsoft IT Academy at Ashley High School
    - 2nd paragraph will let me know that you are available any time for an interview after school.
    - Be professional, use excellent grammar and think about researching business letters before you start.
* You can convert a document saved in an older format to the Word 2010 format.
* You can also find and replace content in a document by using the Navigation Pane.
* You can add text and images and hyperlinks in a document, and format the document by using various formatting features.
  + - * Open a blank document. Insert any clipart image 4 times.

One image will have a frame

Change the color of one image

Rotate one image 40 degrees

One will be left alone.

Save as Formatting Images.

After you have created the document, you can view the document in different layout views.

* + - * Open the Declaration of Independence Document. View in Draft, Reading, and Outline format.

Enhancing Documents

* Using the page setup options in Word 2010, you can set the page margins, paper size, and paper orientation of the document.
* You can insert headers and footers, insert and format page numbers, and insert page breaks in a document.
  + - * In the Declaration of Independence Document Insert the *Cubicle Odd* page number including your name.
* You can format the document by using a Quick Style set.
* You can add a document theme, and customize and save it for future use.
* You can enhance pictures in a document by editing the picture and adding effects.

Reviewing and Sharing Documents

* Using the proofing tools, you can review the document to ensure that it does not have the spelling and grammar errors. You can translate text into different languages by using the Language feature.

Copy and Paste the first paragraph of the Declaration of Independence in a new document,. Translate into Spanish and French. Save as Translation.

* You can print a document by using the various print options on the Print tab in the Backstage view.
* You can share a document by sending it as an attachment in an e-mail message, or by storing it at a shared location.

Additional Tasks for the Declaration of Independence Document

From “He has refused his Assent to Laws..” to “He has combined with others to subject*…” Create a bulleted list defining your own bullet by choosing an alternate symbol that seems appropriate.*

*Insert a page border that is 2 points in width that appears on all pages except the first.*

*Apply the stationary page background*

*In the Word Options, change the author from* ***student to your name****. SAVE FILE as*

*Declaration of Independence Final.*